

Facilities Design Services - CSO Solicitation No. 2114 - 2115

THIS SOLICITATION IS BEING EXTENDED TO PREQUALIFIED FIRMS AND IS POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage two professional consulting engineering/architectural firms to provide task-based design and review services for the preparation of contract plans and documents for various projects in the Highway, Aviation and Ports, and Public Transportation Bureaus. The selected firms' proposed teams will be required to have engineering experience and knowledge which include, but not limited to, building design, architectural design, structural design, mechanical design, electrical design, facility site design, drainage design, highway design, runway and taxiway design, marine engineering and rails-related design, including track work and rails station design.

Please be advised that the selected firms will not be eligible to offer their services, either as a prime consultant or sub-consultant, for the construction phase of the specific Department projects for which services were provided by that firm in the preparation of the final contract documents.

If your firm desires to be considered for this assignment, your submittal should consist of a three-page (maximum) letter of interest and Department Form CSO 255 with a maximum of ten resumes. One of the resumes must be that of the proposed Engineer-in-Charge of the work, as well as assurance that he/she will be available for work when required. **Four (4) copies of the submittal are required and must be postmarked or hand-delivered by 4:00 p.m. on June 2, 2010.** Included in the submittal must be a brief narrative summarizing your current design workload and a narrative description of proposed staff, qualifications, discipline experience and expertise in: (1) architectural engineering; (2) structural engineering; (3) civil engineering/site development; (4) mechanical engineering; (5) electrical engineering; (6) rails engineering; (7) runway and taxiway engineering; (8) marine engineering; and (9) familiarity with Department Design Standards, Policies and Procedures. The location of the office where the work will be performed, and the staff size of that office, should also be indicated.

Each contract will be limited to 150 assignments over a three-year duration. It is expected that one firm will start in 2010 and the other will start in 2011. Additionally, successful applicants to this request will be required to provide plans, designs, environmental data, or other supporting data in a Bentley Systems, MicroStation V8 digital CADD format.

All services related to professional architectural work will require the proper certification of a Registered Architect in the State of Connecticut. It is imperative that either your firm be properly registered in the State as a joint corporate engineering and architectural firm, have in your direct employ an architect registered in the State of Connecticut who will certify all architectural drawings, or have the architectural work performed by a subconsultant that is properly registered as an Architectural Corporation or partnership in Connecticut. **Please provide a copy of this license that indicates it is in current standing.**

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project, if you provide additional documentation such as corporate brochures, background information, and histories.

You are advised that a disadvantaged business subconsultant goal will apply to certain project assignments. The goal will be no less than 5 percent (5%) for consultant fees over \$100,000. Within your submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) subconsultant(s) which you plan to use. The DBE subconsultants must be currently certified by the Department. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Subconsultants may be used to comply with DBE requirements or perform specialized work. Joint

venturing assignments will not be allowed.

Please be advised that the Office of Policy and Management has updated its contracting affidavits and certifications, as well as the timeline of when these documents are required to be completed, signed and returned. For the purposes of Form 1 (Gift and Campaign Contribution Certification), the planning date is defined as the date when the Commissioner granted approval to hire a consultant. For this project, the planning date is February 11, 2010. This is the date the selected firm must use when completing Form 1 at the time the agreement/contract is executed in accordance with the Connecticut General Statute (CGS) Section 4-252 and Executive Order No. 7C, paragraph 10. Please be advised that Form 5 (Consulting Agreement Affidavit), in its revised format (Rev. 02-01-10), must be completed and **one copy** should be submitted with your letter of interest package. Please do not staple or bind the affidavit in your submittal package. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not make the certifications required under subsection (c) of CGS 4-252 or refuses to submit the affidavit required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

For all State contracts as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. The SEEC Form 11 is enclosed herewith and hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on Department Forms CON-32 (revised 11/07, for General Liability, Automobile, and Valuable Papers coverage) and DOC-001 (revised 3/08, for Professional Liability coverage) prior to the start of the negotiations process.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Department would be under no obligation to provide supplementary work. The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must also be prequalified in the particular year a shortlist is finalized and/or a selection is made.

All inquiries regarding this request for Letters of Interest shall be directed to Ms. Simone A. Cristofori of the Consultant Selection Office at (860) 594-3017.